



# Mentor Logistics

## Getting Started as a Mentor

### General (should be done for all schools)

- Make Contact
  - Set up a meeting with Principal, and Coordinator ASAP
- Ask the school coordinator or principal to have the following things ready for you at your first meeting
  - School Calendar/ Bell Schedule
    - Mentors often go to the school to drop things off or to try to get things signed only to find out the school is off for vacation or has an early out day. The calendar, and time schedule will help you plan for these things
  - If the school has participated in GMS in previous years you should also ask the school coordinator or principal to bring the policies written for the school in previous years
- Discuss the following with the principal and/or school coordinator at one of your initial meetings:
  - Regular meeting schedule with the school coordinator and/or principal
    - Set a regular time to meet and put it in your calendars. Additional visits, e-mails, and phone calls may still occur but this will set up a routine and allow you to always have a guaranteed time to discuss GMS.
  - School Facts
    - Complete the School Fact Sheet (found in the Getting Started folder) so you will have a majority of the information you will need throughout the year
  - Status of support from the school
    - Does your school have a large pool of volunteers from the PTA, faculty or other groups that will help with GMS? If not, are any of these groups willing to help out
  - Level(s) the school would like to achieve this year
    - Bring a copy of the criteria
  - Kick-Off Assembly
    - Plan a date for this at the initial meeting. Don't let them put this off it is important to motivate or re-motivate the school to make GMS a success. The assembly can be combined with another assembly to make it easier for you and the school
  - Bulletin Board
    - Ask if they would like to dedicate one of their bulletin boards to GMS. If they would find out where that bulletin board is, what size it is and who will be in charge of updating it

- Newsletters
  - Let the school know that you and the school will need to coordinate a GMS newsletter or article in November, January and March
    - Determine if a separate GMS newsletter will be created or if you will just add a GMS article to the existing school newsletter
    - If you will be submitting an article to the school newsletter. Find out who is in charge of the newsletter, get their contact information, and determine when articles are due and if there are any size restrictions.
- Photo Consent
  - Find out if the school has something set up that allows pictures taken at the school to be used on the website, newsletters, etc. If not decide what will need to be done for pictures to be used. (See the GMS photo consent policy)
- If the school has participated in GMS in previous years you will also want to discuss the following
  - Previous levels achieved
    - Discuss how the school will continue to implement all of the criteria they achieved in previous years
  - GMS Policies
    - Review the policies that were written in previous years
    - Ensure that these policies will be implemented this school year
    - Make any changes to the policies if necessary
    - **If the school cannot find the policies written in previous years contact your Local Health Department. They can provide you with all the policies for the school.**
      - Give copies of these policies to the school so they will have them for their records

## Special considerations for the different levels

### Bronze

- Complete the baseline assessment
- Ask the principal or school coordinator to bring their written Safe Routes/SNAP plan, and Safe Routes/SNAP map to the first meeting
  - If they do not have a written plan arrange to work with the School Community Council to write a Safe Routes plan
  - If they do have a plan determine if it will need to be improved to meet GMS guidelines
- Gold Medal Mile
  - Mark a Gold Medal Mile route inside and outside
  - Determine the schools goal for the year
  - Determine how the school will track the number of miles walked
  - Determine if incentives will be offered
  - Determine if the School Coordinator or Mentor will enter in the miles onto the [www.utahwlks.org](http://www.utahwlks.org) website
- Heart Health Surveys

- Arrange to attend a faculty meeting so you can distribute the Heart Health Surveys

### **Platinum**

- Plan the yearlong faculty and staff wellness program